

## Drop-Withdraw Standard/Procedure for Hamline University Graduate Students

### I. Terms:

- a. Drop (DD)
  - i. Occurs during regular registration periods:
    1. Open Registration
    2. Add/Drop
  - ii. No notation on transcript.
  - iii. No tuition owed.
- b. Withdraw (WD)
  - i. Occurs during the term, after the Add/Drop period, through 60% of the term.
  - ii. Grade of “W” is noted on transcript.
  - iii. Amount of tuition owed is calculated on an increasing scale based on the percentage of days in the term/course before the withdrawal date.
- c. Withdraw (00)
  - i. Occurs after 60% of the term/course has passed.
  - ii. Grade of “W” is noted on transcript.
  - iii. 100% of tuition is owed.
- d. Administrative Drop (AD)
  - i. Creates the appearance that the student never attended.
  - ii. Occurs during (or after) the term, after the Add/Drop period.
  - iii. No notation on transcript.
  - iv. No tuition is owed.

### II. Parties:

- a. Student Administrative Services (SAS)
  - i. Financial Aid (FA) – Lynette Wahl
  - ii. Student Accounts (SA) – Judy Dehnel
  - iii. Registration & Records (R&R) – Jason Maher
- b. Graduate School Program Offices – various

III. Background: Federal regulations require FA to consider a student's complete academic history, including attempted courses, when awarding and determining satisfactory academic progress (SAP). SAP is partially determined by documenting in the student database the last date a student attends a course. The use of the AD code (by graduate program office request) has created many challenges for FA in this regard.

- a. The AD code is currently used anytime that a student must leave a course during the term but must also receive a full tuition refund and no notation on their transcript.
- b. Even though a student receives a full tuition refund, Financial Aid must award aid if the student attended classes.
- c. If the student received Federal financial aid funds and received a refund check from those funds, an “AD” could result in a balance due HU.

- IV. Updated Process/Policy: Restrict use of the AD code. Rely on the WD code in order to provide an accurate academic history;
- a. The WD code will be used to process/record any student that leaves a course during the term, after the Add/Drop period.
    - i. Application of the WD code:
      1. Applied according to the date the student notifies R&R of their intent to withdraw or...
      2. Applied according to the last provable date the student attended class.
    - ii. Tuition will be pro-rated based on the date of the withdrawal in the system.
    - iii. Exceptions to the standard withdrawal calculation can be processed manually by SA at the request of R&R and with approval from FA. All requests must be made in writing to R&R from the graduate school's Dean or Associate Dean. E-mail is acceptable.
  - b. The AD code will be used rarely and only on appeal with the appropriate Dean's or Associate Dean's approval in consultation with SAS.
    - i. Situations in which use of the AD code is appropriate:
      1. Student death.
      2. Student called into active military service.
      3. Student earned grade of "F" for all classes.
        - a. See the Hamline All "F" policy.
      4. Administrative error.
        - a. Data entry error, etc.
      5. Granted on appeal.
        - a. The appeal process is only for ADs. WDs with full tuition refunds follow the process outlined above (IV-a-i.) See the following WD appeal process...
  - c. Process to appeal withdrawal (use of WD code.)
    - i. Student obtains the Graduate Appeal of Withdrawal form (see attached) and returns the completed form (along with a brief statement of rationale and supporting documentation) to SAS for processing.
      1. The Appeal form will not be available on the Hamline website. It will reside in a designated area on the university shared drive where all parties can access it and provide it to students who request it.
    - ii. R&R, FA, and SA make recommendations on the Appeal form based on student account status, refund implications, etc.
    - iii. The form is forwarded to the appropriate Dean's office for review. Approval is either granted or not. A copy of the form is retained for the student's file. The original is routed back to R&R.
    - iv. If the appeal is approved, R&R processes the AD and notifies the student. If the appeal is not approved, the original WD stands and R&R notifies the student.
- V. Resolutions: The updated process/policy provides a clear academic record for FA purposes and an unambiguous process for R&R staff to follow. The use of WD as the primary code for students leaving courses during the term (after the Add/Drop period) along with clear parameters for the application of withdrawal dates also provides process transparency for all parties.